

*Office of Management, Budget & Evaluation/
Chief Financial Officer*

Quarterly Recognition Ceremony

Fiscal Year 2004 First Quarter

Master of Ceremonies

Les Novitsky
Senior Policy Advisor to the Associate Deputy Secretary

Welcome

Jim Campbell
*Acting Director, Office of Management, Budget and Evaluation/
Acting Chief Financial Officer*

Award Presentation and Recognition

Special Act

Office of Financial Control & Reporting (ME-12)

In recognition of your extraordinary efforts to ensure that the Department remains in the forefront of budget execution reporting. At personal sacrifice, you stepped up to the challenges of accelerated financial reporting and implemented continuous changes to Standard General Ledger requirements while overcoming staffing shortages resulting from members of the Office of Financial Control and Reporting who were on detail to the STARS Project Teams.

Barbara Harbell

In recognition of your outstanding efforts with respect to automating and streamlining the Department's managerial cost accounting process and ensuring the integrity of DOE's cost accounting data.

Jim Schanck

Office of Program Analysis and Evaluation (ME-20)

In recognition for your outstanding work in updating the Department of Energy's Strategic Plan in September 2003. The publication of the Strategic Plan resulted in a clear statement of the strategies which the Department will achieve over the next 25 years. Your initiative above and beyond the scope of your job responsibilities is greatly appreciated.

Dr. William Kennedy

Office of Human Resources (ME-50)

In recognition of your leadership in the management of the Human Resources Transformation project which has enabled the project to meet its planned milestones and the creation of new and innovative procedures, including the establishment of a new vacancy announcement template designed to be more user friendly and appealing to those seeking employment with the Department of Energy.

Stephanie Diamond

Office of Procurement and Assistance Management (ME-60)

In recognition of your exemplary service and superior management of the Office of Headquarters Procurement Services Closeout function, resulting in a reduction of total inventory of overage contracts by 26 percent, exceeding the Departmental goal of a 10-percent reduction.

Jeffrey Rubenstein

In recognition of your superior management of the Office of Headquarters Procurement Services Balanced Scorecard initiatives, resulting in streamlined contract administration processes, improved customer satisfaction, and improved management systems and controls for DOE Headquarters Procurement and its customers.

Aleta Boylan

Office of Engineering and Construction Management (ME-90)

In recognition of your superior performance in the development of DOE Order 430.1B, *Real Property Asset Management*, over a 17-month period. Successful implementation of this order will enable the Department to improve the management and stewardship of its facilities and infrastructure. Your limitless energy and personal dedication enabled the Office of Engineering and Construction Management to meet its commitments.

Eduard A. Dailide

In recognition of your exemplary service and dedication in developing and implementing a timeline and tracking system to monitor the Office of Engineering and Construction Management performance objectives and commitments. Your personal dedication and positive team spirit directly contribute to the ability of OEMC to meet its mission.

Steven H. Rossi

Group Special Act

OMBE Director's Award

In recognition of your outstanding leadership and dedicated support to create an Office of Management, Budget and Evaluation Workforce Plan. Your willingness to accept significant additional responsibilities while continuing to fulfill your day-to-day functional responsibilities is greatly appreciated.

Howard Borgstrom
Jan Chavez
Emma Greenfield

Lelia Leverette
Mary Smith
Jerry Venanzi

Office of Program Analysis and Evaluation (ME-20)

In recognition of your outstanding team effort leading to the success of the annual Departmental Senior Leadership Planning Conference. As a result of this teamwork, DOE senior leadership was able to focus on the future of the Department and initiatives facing the department in 2004.

David Abercrombie
Kelly Greene
Marilyn Khan

Jeanette Yarrington
Diane Wade

Office of Human Resources (ME-50)

In recognition of the Benefits Administration Team's successful development and automation in ESS and CHRIS of the new TSP Catch Up features and the FEHB Open Season elections. Your thinking-out-of-the-box approach has resulted in reengineered processes which significantly reduce everyone's paperwork and advances DOE's e-government initiatives.

Kimberly Matthews
Eunice Swinson

Jacob Wickert

Office of Program Liaison and Financial Analysis (ME-100)

In recognition of your contributions to the submission of the Department's FY 2003 Performance and Accountability Report. Your outstanding efforts went beyond the normal course of duty and enabled the Department to successfully meet the accelerated FY 2003 reporting due date and placed the Department in an excellent position to meet the Office of Management and Budget's further accelerated reporting date for FY 2004.

Tammi Garnand

Lynn Harshman

On-the-Spot

Office of Executive Operations and Support (ME-1.1)

In recognition of your dedication and significant contribution in the preparation of the OMBE Conference Management Reports. With no prior exposure to the subject matter, you enthusiastically took on this challenge. Your professionalism and commitment to the organization are greatly appreciated.

Shirley Campbell

Corporate Financial Systems (ME-13)

In recognition of your outstanding efforts to coordinate the many office moves required to consolidate the STARS team onto one floor at the Corporate 270 building. Your organizational skills and attention to detail resulted in an effortless transition.

Kay Miller

Capital Accounting Center (ME-14)

In recognition of your exemplary leadership in carrying out the Capital Accounting Center's mission. Your dedication and commitment to the organization are greatly appreciated.

Lorraine Moxley

In recognition of your exemplary efforts in resolving complex and highly visible payroll issues. Your dedication and commitment are unsurpassed.

Diane Brewer

In recognition of your leadership in the areas of erroneous payment reporting, document control and archival, and program liaison support. Your commitment to the successful operation of the Capital Accounting Center is greatly appreciated.

Kim Davis

Office of Program Analysis and Evaluation (ME-20)

In recognition for your outstanding support in accelerating the development of the Department's Fiscal Year 2003 Performance and Accountability Report. By incorporating lessons learned from developing the FY2002 report, you helped to ensure that the key milestones on the accelerated schedule were met.

David Simpson

In recognition of your outstanding work briefing DOE staff on the Columbia Accident report. You clearly highlight findings of the Columbia Accident Investigation Board that have the potential for creating similar vulnerabilities in the Department of Energy. Your initiative above and beyond the scope of your job responsibilities is greatly appreciated.

Sal Golub

In recognition of your outstanding work briefing DOE staff on the U.S. National Security Policy on Nuclear Weapons & Its Impact on DOE. You clearly highlight the relevant treaties impacting DOE and the potential implications for the Department of Energy. Your initiative above and beyond the scope of your job responsibilities is greatly appreciated.

Richard Rock

In recognition for your contribution to the Office of Program Analysis and Evaluation while serving as the acting supervisor for the Planning and Communication Team. Your commitment to OMBE and the Department is greatly appreciated.

Diane Wade

In recognition of efforts above and beyond the call of duty during the pressure-packed environment of the external audit of the FY 2003 Performance and Accountability Report for the Department of Energy. Your tireless efforts throughout the lengthy audit period ensured the professional presentation of all required information supporting the audit.

Debbra Dayton

Office of Human Resources (ME-50)

In recognition of your vision and diplomacy in working with management to establish the Office of Legacy Management. Through your analytical efforts, intra-management coaching and problem resolution, you personify the term "strategic partner."

Jeffrey Dowell

In recognition of your excellent work in establishing two new first tier organizations -- the Office of Electrical Transmission and Distribution and the Office of Legacy Management. You played an active role in keeping these two organizations on track and greatly effected the establishment of these organizations in a timely manner.

Michele Inge-Farmer

In recognition of your outstanding effort in the design, development, testing and production of the new Employee Worklife Center website and online new employee orientation program.

Alan Perry

In recognition of your proactive and diligent work with the Office of the General Counsel, the Office of Procurement, and the Employee Work Life Center to devise the details of a mediated settlement resulting in a savings of ME-50 contractual funds.

Larry Towne

Office of Procurement and Assistance Management (ME-60)

In recognition of extensive improvement in the DOE/C-Web System use and customer service which resulted in a 50-percent increase in system use from FY 2002 to FY 2003. Your efforts have aided the Department of Energy in improving its performance in the e-Government arena of the President's Management Agenda.

Ellen Colligan

In recognition of your efforts to ensure that Department of Energy corporate business systems met all new statutory and regulatory reporting requirements during 2003 under the Integrated Acquisition Environment supporting the President's Management Agenda e-Government initiatives.

Douglas Baptist

In recognition of your efforts to complete the redevelopment of the Procurement and Assistance Data System under an extremely aggressive schedule to meet new statutory and regulatory requirements of the Federal Procurement Data System – Next Generation.

R. Paul Coombs

Group On-the-Spot

Office of Executive Operations & Support (ME-1.1)

In recognition of your outstanding dedication and support in reviewing and processing over 600 performance ratings with less than a one-percent error rate. This tremendous effort was carried out within the assigned deadline which enabled the OMBE employees to receive their awards on the scheduled date.

Teresa Collins
Lelia Leverette

Deborah Harrod

In recognition of your outstanding contribution and tireless dedication in supporting the development and preparation of audit reports for DOE Senior Management. Your commitment and professionalism, coupled with your willingness to go above and beyond, are of great significance to the organization and are truly appreciated.

Micheala Brown
Jackie Gao
Vivian Jackson
Merley Lewis

Kim Lucas
Dianne Williams
Debra Yared

Corporate Financial Systems (ME-13)

In recognition of your outstanding level of customer service in supporting the development, testing and production of the new Employee Work Life Center website and online new employee orientation program. Your effort to ensure that our product was designed and programmed properly, met accessibility standards for users with disabilities, and put into production was critical to the success of the project. Your ability to explain technical concepts and IT issues to an audience of non-technical customers was also greatly appreciated.

Micheala Brown

Doreen Fry

Capital Accounting Center (ME-14)

In special recognition of your generous support to the Office of Executive Operations and Support in the processing of Headquarters Procurement reservation documents. Your support is greatly appreciated.

Shirley Barker

Bill Robinson

Office of Human Resources (ME-50)

In recognition of your significant contributions in fostering the goals and objectives associated with the communications and change management functions of the Human Resources Transformation Project. Your efforts have enabled the employees of the Office of Human Resources Management to understand and appreciate the ongoing activities associated with the transformation project and provided them with opportunities to enhance their knowledge and skill levels through targeted learning activities.

Alan Perry
Branda Tsou

Jeffrey Vargas

Office of the Executive Secretariat (ME-70)

In recognition of the work you performed for the Office of the General Counsel related to researching official travel documents of Former Secretaries of Energy.

Sheila Brooks
Paulette Jones

Shena Kennerly

Time-Off

Office of Human Resources (ME-50)

In recognition of your dedication, professionalism and hard work to successfully complete in a timely manner a special project of reviewing, updating and correcting employee records while completing your normal work assignments.

Tanja Doy-Rambert

In recognition of your dedication, professionalism and hard work in successfully accomplishing a special project to review and complete official records within the established timeframe.

Dena Richards

In recognition of your outstanding and expedited service and work in the monitoring and processing of the 2003 DOE Headquarters Performance Cash Awards Program.
Congratulations for a job well done!

Marilyn Samuel

Certificates of Appreciation

Office of Executive Operations & Support (ME-1.1)

In recognition of your outstanding support and willingness to go above and beyond the normal call of duty in supporting the Office of Management, Budget, and Evaluation and the Department.

Pat Poteat

Office of the Executive Secretariat (ME-70)

In recognition and appreciation for your efforts revising the Models of Address for the Executive Secretariat Style Guide and the consistent, continuing service provided to the Office of the Secretary and the Program Offices.

Bettie Atcherson
Linda Cameron
Karen Deitrick

Paulette Jones
Gwenda Martin
Althea Vanzego

Length of Service

<u>10 Years</u>		<u>25 years</u>	
Scott Deters	Stanley Halecki	Jeffrey Dowell	James G. Powers
Kristin Draude		Judith Hecht	Barbara Uzzell
		James Lee	
<u>15 Years</u>		<u>30 years</u>	
Diane Brewer	Gloria McGaha	Karen Adams	Janice Meadows
Roscoe Harris	Robin Topolski	Catherine Carpenter	Amos Street
William Lenz Jr.	Craig West	Denise Diggin	James Webber
		Ivan Johnson	Dallas Woodruff
<u>20 Years</u>		<u>35 years</u>	
Cynthia Forder	Jerome Odegard	Geneva Keyes	
Michael Wolfe		Doug Bielan	Lana Rand
		Barbara Farrington	David Waters
		Verlette Moore	

New OMBE Employees

Office of Management Analysis (ME-2.5)

Mary Lynch*

Office of the Program Analysis & Evaluation (ME-20)

Kristin Draude

Marilyn Khan

Office of the Human Resources (ME-50)

Kathleen Benner
Bonnie Chin

Carolyn Epps
Carolyn Williams

Office of the Procurement (ME-60)

Richard Bonnell
Lawrence Butler

Arness Harris
Matthew Phelps

Eben Greybourne**

*(Lakewood, CO)

** (Grand Junction, CO)



Significant OMBE Accomplishments

- Significantly contributed to the Department of Energy being ranked *first* among cabinet-level agencies on the 1st quarter scorecard to assess implementation of the President's Management Agenda (PMA). OMBE is the lead office for implementing four of the five PMA initiatives: Strategic Management of Human Capital, Improved Financial Performance, Budget and Performance Integration and Competitive Sourcing.
- The Department received a "clean" opinion on its FY 2003 financial statements which were issued on December 15, 2003, one month earlier than last year.
- The FY 2003 Performance and Accountability Report (PAR) was published December 14, 2003, over a month earlier than the required due date. Meeting this accelerated reporting date is a significant step which places the Department in an excellent position to meet OMB's further accelerated reporting date of November 15, 2004, for the FY 2004 PAR.
- The FY 2003 Laboratory Directed Research and Development (LDRD) Report was issued to Congress on February 9, 2004. This year's report was streamlined to include efficiency improvements such as eliminating over 1,700 detailed project data sheets in exchange for a project listing. The revised report format also resulted in significant resource savings.
- Acquired a DC-9 aircraft to meet Departmental requirements through an interdepartmental transfer from the United States Navy and at no cost to DOE. Took possession November 1, 2003, and saved approximately \$4.5M in acquisition costs.
- OMBE developed and published its first Strategic Workforce Plan, outlining the demographic situation, defining the organization structure, and providing plans and policies covering training and employee development, knowledge management, succession planning, diversity, recruitment, and communications.
- Planned and conducted a Senior Leadership Conference for the Secretary on January 28, 2004. The conference included over 100 senior management officials throughout the DOE complex. The agenda was focused on meeting DOE goals and planning for the future.
- Germantown Complex Building upgrades are on-going with the expectation of a March 31st completion of the fourth floor corridor upgrades. The Germantown Building was designated an Energy Star building and continues to lead the Headquarters complex in energy reduction based on the FY 1985 base year. The first quarter results were a reduction of 59.78% in energy usage.
- The new directives web portal, <http://directives.doe.gov/> debuted at the beginning of this fiscal year. During the first quarter, training and discussion sessions were held to familiarize users across the complex with the new system. ME received many compliments on the new portal's user-friendly style, including templates on how to create, review, or research a directive.
- In coordination with the Office of Security (now the Office of Security and Safety Performance Assurance), the first joint Vital Eagle/Continuity of Operations exercise was conducted to test emergency preparedness and the transition to a COOP situation. This exercise was a huge success and involved the cooperation and participation of each ME office.

organizations at Defense Nuclear Facility sites continued and the Pilot was

- Conducted training classes including Warden/Monitor training where the new Warden Monitor training video was used. First Aid, Cardiopulmonary resuscitation (CPR), and Automated External Defibrillator (AED) training was provided to 64 people across Headquarters. Continued efforts to provide communications in an emergency by conducting a pilot test of the new pop-up computer emergency notification system and we issued more radios to Assembly Monitors. We will continue to enhance the safety, health and security of all Headquarters employees with these and other actions.
- Championed small business acquisition strategies to program clients, resulting in the following achievements:
 - Awarded 43.5% of total procurement dollars to Small Business, exceeding the Department's goal of 4.4% by 987%.
 - Awarded 8.1% of total procurement dollars to 8(a) concerns, exceeding the Department's goal of 1.3% by 623%.
 - Awarded 4.7% of total procurement dollars to Small Disadvantaged Businesses, exceeding the Department's goal of .3% by 1,567%.
- The web-based Skills Assessment Pilot for DOE Scientific and Technical expanded to include the Supervisory Assessment portion of the program.
- The DOE Knowledge Management (KM) Strategic Plan was finalized.
- The DOE Hispanic Employment Plan was finalized and distributed.
- Established the I-MANAGE Executive Steering Committee and a Department-wide Integration Team, comprised of representatives from the Headquarters Program Offices, Field Offices, and major contractor sites.
- Expanded e-Government through CHRIS workflow enhancements including Thrift Saving Plan catch-up functionality; Project Management Certification Development Program; Individual Development Plans; and modifications to support payroll migration to DFAS.
- Established connectivity from the Department's single point of entry, the Industry Interactive Procurement System (IIPS), to the Grants.gov web site. This ensures that the Department supports the PMA and is appropriately positioned to transition to utilize the Grants.gov portal.
- Increased the percentage of Headquarters contract awards made online from 29% in FY 2001 to 83%.
- Established a process to facilitate top management decision-making on proposed conferences or meetings which involve facility rental. Process to be implemented beginning February 2004.